

SCHOOL DISTRICT OF BRADFORD COUNTY
VOCATIONAL REHABILITATION Employment Specialist
JOB DESCRIPTION

QUALIFICATIONS:

- (1) Bachelor's degree from an accredited educational institution.
- (2) Prior vocational experience preferred.
- (3) Three to five years experience working with exceptional student education (ESE) populations.
- (4) Valid Florida drivers' license.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of current trends, research and best practices related to adult and vocational education and the exceptional student education (ESE) population. Ability to collaborate with Vocational Rehabilitation (VR) School to Work Counselors, community employers, and members of School Transition IEP teams to support students with disabilities who have a physical or mental impairment which constitutes or results in a substantial impediment to employment. Ability to read and interpret applicable laws, rules, policies, and procedures. Ability to communicate effectively orally and in writing. Ability to plan, organize, and prioritize tasks. Ability to analyze, interpret and use data in decision making. Ability to make presentations to a variety of audiences. Ability to use computer hardware and software. Ability to work effectively with business and industry.

REPORTS TO:

Director Bradford/Union Area Career Technical Center

JOB GOAL

To provide community based work experience supports, and services to VR eligible transition students with an IEP that will help them develop successful post high school plans and outcomes..

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1.) Plan, meet, and collaborate with ESE students, VR School to Work Counselors, District ESE personnel, and parents regarding implementation of VR Individual Plans for Employment (IPE) and Transition Individual Education Plan (TIEP).
- *(2.) Collect, monitor, and document ESE data and student portfolio information required by DOE as related to job placement of students.
- *(3.) Administer formal and informal vocational/career assessments.

OCCUPATIONAL THERAPY ASSISTANT (Continued)

- * (4.) Place at least (6) students during the school year in a Career Based Work Experience (CWBE) as specified in the student's Transition Individual Education Plan (TIEP) and the Vocational Rehabilitation Individual Plan for Employment.
- * (5.) Collaborate with VR School to Work Counselors to facilitate transportation training as needed.
- * (6.) When appropriate, provide worksite consultation to identify barriers to employment.
- * (7.) When appropriate, negotiate with employers regarding providing worksite accommodations.
- * (8.) As stated in the DOE/DVR Third Party Cooperative Agreement, Employment Specialists will complete and submit a CBWE Rating form (Attachment B) and a Monthly Progress Report (Attachment D) to the DOE/DVR Counselor and the Employment Specialist Supervisor on a monthly basis.
- * (9.) Monitor and schedule student progress on remediation courses such as TABE, GED, and other remediation as required.
- * (10.) Promote and encourage students to participate in vocational competitions.
- * (11.) Respond to inquiries and concerns in a timely manner.
- * (12.) Keep supervisor informed of potential problems or unusual events.
- * (13.) Serve on and attend monthly Employment Specialists Committee and County Transition and Interagency Committee.
- * (14.) Represent the District in a positive and professional manner.
- * (15.) Utilize appropriate strategies and problem-solving tools to make decisions.
- * (16.) Demonstrate initiative in identifying potential problems and or opportunities for improvement and take appropriate action.
- * (17.) Attend appropriate staff development workshops as appropriate.
- * (18.) When necessary, assume an active participatory role at school based TIEP meetings representing vocational rehabilitation (VR) individuals.
- * (19.) Collaborate with employers and ESE OJT coaches to develop and/or identify work experiences through job development and networking activities with community employers.
- * (20.) Develop paid and non-paid community based work experiences through job development and networking activities with community employers.
- * (21.) Provide the support services necessary to enable successful community work experiences for transition student participants who are also VR eligible with an IEP.
- * (22.) In a timely manner, communicate with parents of students regarding VR eligibility status.
- * (23.) Encourage ESE on the job training students to acquire additional technical education skills by enrolling in classes offered at Bradford/Union Area Career Technical Center.
- * (24.) Provide educational instruction in the area of career exploration and training, and community based work experience.

*Essential Performance Responsibilities

OCCUPATIONAL THERAPY ASSISTANT (Continued)

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

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TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.

Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of instructional personnel.